



Duluth Building Safety
411 W 1st Street Duluth MN 55802
218/730-5300 Fax 218/730-5901

Project Information Worksheet

1 & 2 Family Dwellings and Townhomes

Residential Building Code

Spring 2008

Submit this completed worksheet at the permit counter with plans, the intake checklist, and any other documents required for your project. This form tells plan reviewers about your project and tells us how to contact you during plan review.

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| <p>Project Address</p> <p>.....</p> <p>Legal Description</p> <p style="text-align: center;">Lot/Block/Subdivision or other description</p> | <p>Email Required for best service</p> <p>Applicant Email</p> <p>.....</p> <p>Owner Email</p> <p>.....</p> <p>Plan Preparer Email</p> <p>.....</p> | | |
| <p>Applicant Information</p> <p>Name Phone Fax</p> <p>.....</p> <p>Applicant Address</p> <p>Street City State Zip</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;"> <p><i>For office use</i></p> <p>Zoning District</p> <p>.....</p> <p>Water Management Area</p> <p>.....</p> <p>Special Approvals Required</p> <p>.....</p> <p>Staff Notes:</p> </td> <td style="width: 30%; padding: 5px; text-align: center;"> <p>Checked By & Date</p> </td> </tr> </table> | <p><i>For office use</i></p> <p>Zoning District</p> <p>.....</p> <p>Water Management Area</p> <p>.....</p> <p>Special Approvals Required</p> <p>.....</p> <p>Staff Notes:</p> | <p>Checked By & Date</p> |
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| <p>Owner Information <input type="checkbox"/> Owner is applicant: Contact info same as above</p> <p>Name Phone Fax</p> <p>.....</p> <p>Owner Address</p> <p>Street City State Zip</p> | | | |
| <p>Plan Preparer Information <input type="checkbox"/> Same as owner <input type="checkbox"/> Same as applicant</p> <p>Name Phone Fax</p> <p>.....</p> <p>Plan Preparer Address</p> <p>Street City State Zip</p> | | | |
| <p>Project Description</p> <p> <input type="checkbox"/> New Home <input type="checkbox"/> Addition to Home <input type="checkbox"/> Interior Alteration(s) <input type="checkbox"/> Foundation Only </p> <p> Changes the shape of the building envelope No changes to the shape of the building envelope </p> <p>Please describe your project:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> | | | |

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| <p><i>Office use</i></p> <p>Permit Technician Comments</p> | <p>Building plan review scheduled for week of</p> <p>.....</p> <p>Dropbox App?</p> <p>.....</p> |
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